



Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

April 15, 2015

MEMORANDUM

TO: System Test Coordinators
System Curriculum Coordinators

FROM: Melissa Fincher, Deputy Superintendent for Assessment and Accountability

SUBJECT: Georgia Milestones Nomination of Educators for Test Development Activities

The Georgia Department of Education (GaDOE) is seeking nominations for educators to participate in several upcoming Georgia Milestones Assessment System meetings and workshops for the End of Grade (EOG) and End of Course (EOC) measures for all four content areas: English Language Arts, Mathematics, Science, and Social Studies. Throughout the summer and fall months, there will be several meetings and GaDOE is seeking to broaden its pool of potential participants.

To ensure that an adequate representation of educators from around Georgia is selected, System Test Coordinators and/or System Curriculum Coordinators should submit the names of highly-qualified teachers in the above-mentioned content areas and/or the courses assessed. We are also seeking highly-qualified educators in special education and ESOL with experience in the content areas/courses assessed. Districts may submit up to **10 nominations**; we ask that you submit names across a range of grade levels and courses. Please consider educators from your district who:

- 1) demonstrate depth of knowledge in their content area;
- 2) demonstrate instructional expertise;
- 3) increase student achievement through the use of proven, research-based practices;
- 4) participate in ongoing professional learning;
- 5) provide leadership among their colleagues;
- 6) represent the gender, ethnic and regional diversity of your system;
- 7) teach diverse and/or exceptional student populations, including vision/hearing impaired students;
- 8) receive recognition for their contributions to teaching and learning; and
- 9) bring a fresh perspective to the Georgia Milestones Assessment System development process.

In preparation for each meeting or workshop, GaDOE will select participants to ensure a representative sample across the state based on grade level and content area. To ensure a balanced, representative committee, not all nominees will be selected. Districts are encouraged to nominate first-time participants.

Please submit nominations, using the link provided below, during the period April 15 – May 15, 2015. Nomination does not guarantee invitation to an event. Only those who receive an official invitation for an event from CTB/McGraw-Hill via email may attend a workshop.

NOMINATION PROCESS

1. Establish a nominee pool; the nominee's direct supervisor(s) should approve participation.
2. Collect information needed to complete a nomination survey.
3. The last page of this memorandum is a template that can be emailed between the school system and nominees to collect information needed for the survey.
4. Fill out one online nomination form for each nominee **no later than Friday, May 15, 2015**, using the following link: https://www.surveymonkey.com/s/ga_nominations
5. Nomination information will be submitted by the Georgia Milestones vendor, CTB/McGraw-Hill, to the Georgia Department of Education.

Please Note: Only System Test Coordinators and/or System Curriculum Coordinators may submit nominees using the survey link provided.

As you recruit nominees, please inform them that certain workshop costs are covered. Substitute reimbursements to the local school/system will be made for the actual cost of providing the classroom substitute, but not for any additional fees incurred by the system (such as to a vendor) to procure substitutes. Mileage will be reimbursed at the rate stipulated in current state travel regulations. If a participant meets the criteria provided in state travel regulations for hotel accommodations, lodging will be covered as well. Breakfast and lunch are provided as part of the meeting. For those who are eligible, dinner reimbursement is for an amount up to \$20.00. During the summer months, an honorarium is offered for teachers not under contract.

Specific meeting details will be provided when the event invitation is sent. Invited educators must confirm their availability to attend and will be provided instructions to do so.

For questions about the nomination process, please contact Nadia Greer at CTB/McGraw-Hill by email at nadia.greer@ctb.com or by phone at (831) 233-8636.

Should you have questions about the Georgia Milestones Assessment System, please contact Dr. Robert McLeod (rmcleod@doe.k12.ga.us; 404-656-2589) or Dr. Mary Nesbit-McBride (mmcbride@doe.k12.ga.us; 404-232-1207) at the Georgia Department of Education.

Thank you for your help with this important aspect of the Georgia Milestones Assessment System.

cc: System Superintendents
Richard Woods, State School Superintendent
Matt Jones, Chief Officer for Academics
GNETs Directors
RESA Directors

Georgia Milestones Workshop Nominee Information

- This form is for local school district use only; it is intended to help the person nominating gather all the relevant information about the nominee that the department needs. **Do not forward to GaDOE or CTB/McGraw-Hill.**
- **All information must be provided through the survey link that appears in the memo.**
- Please delete the contents of the above memo before forwarding this form to a nominee.
- Districts can forward this form to nominees. Nominees can complete the information and email the completed form to the System Test Coordinator or System Curriculum Coordinator.
- If this form is copied and pasted into Microsoft Outlook, it becomes a “fillable form” that can be completed in the body of the email; be sure the *Format Text* option is set to *HTML*.
- System Test Coordinator, System Curriculum Coordinator, or designee will use the information on this form to complete the *Georgia Milestones Workshop Nomination Survey*.

Nominee’s Last Name	
Nominee’s First Name	
School Email Address	
School Phone Number	
Alternate Phone Number	
System Name	
School Name	

Nominee's teaching experience or position		Nominee's current teaching experience	
	Classroom Teacher		End-of-Grade (EOG) (Elem/Middle School)
	Teacher/Chair or Lead		
	Teacher/Academic Coach		End-of-Course (EOC) (High School)
	Teacher/Assessment Coordinator		
Other, please specify		Other, please specify	

Special Populations (select all that apply)		Content area nominee currently teaches (select all that apply)	
	EL		English Language Arts
	Special Education		Mathematics
	Gifted		Science
	EIP		Social Studies
Other, please specify			

Grade level nominee currently teaches (select only one)		Region (select only one)	
	3		NE
	4		NW
	5		SE
	6		SW
	7		Central
	8		Atlanta Metro
	High School		

Race/Ethnicity (select only one)			
	Asian/Pacific Islander		White/Non-Hispanic
	Black/Non-Hispanic		Multi-Racial
	Hispanic		Decline to State
	American Indian/Alaskan Native		